

MADERA COUNTY
SUPERVISING APPRAISER

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing appraisal functions; to perform the most difficult and complex technical appraisals of real property for ad valorem tax purposes; to make field investigations, studies, and appraisals of residential, commercial, farm, and timber properties; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Board of Equalization, when necessary; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in work of staff responsible for providing appraisal functions; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; provides assistance with the most difficult and complex technical appraisals of real property for ad valorem tax purposes; may have responsibility for property appraisals within a specific area of the County; performs the most difficult appraisal work in determining the value of residential, commercial, farm, and timber properties for tax assessment purposes; inspects building improvements and changes to determine the effect on property value; inspects exterior and interior of buildings to determine classifications according to property standards; examines and analyzes the quality of materials, fixtures, equipment, and general construction in buildings and improvements; measures buildings, computing both total or improved areas as required; estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values; obtains information in interviews with owners, contractors, real estate agents, and others, when necessary; combines the variety of elements affecting property value in arriving at consistent, equitable appraisals for proper tax assessments; records factual information and comments on appraisal forms; performs roll corrections on properties incorrectly assessed; reviews special exemptions and insures property valuation of claims; prepares scale drawings for the location of buildings and improvements in relation to property lines; sketches maps to assist in field locations; explains assessment procedures, value determinations, methods, and laws to the public; prepares analysis and defends challenged assessments before the Board of Equalization; allocates values in parcel splits and lot line adjustments; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of the County Assessor's Office.
Principles of supervision, training, and performance evaluation.
Accounting and auditing principles and practices.
Factors, techniques, methods, and principles involved in the appraisal of real and personal property.
Methods of determining property value.
Pertinent Federal, State, and local laws, codes, and regulations affecting the appraisal of real and personal property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of an assigned group of Appraisers.
Supervise, train, and evaluate assigned staff.
Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property.
Assemble and analyze statistical and narrative information.
Read and interpret maps, assessment books, property descriptions, and legal codes.
Prepare and review analytical reports.
Assist with the establishment of the County Assessor's Office procedures and standards.
Make mathematical calculations quickly and accurately.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of experience in performing property appraisal and value determinations including one year in a class comparable to that of an Appraiser II/III with the Madera County Assessor's Office.

Madera County
Supervising Appraiser (Continued)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, appraising, engineering, business administration, real estate, or a related field.

License or Certificate:

Possession of, and ability to maintain, a valid certificate as an Appraiser issued by the State Board of Equalization. Possession of a recognized advanced level certificate is required.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: May, 1995